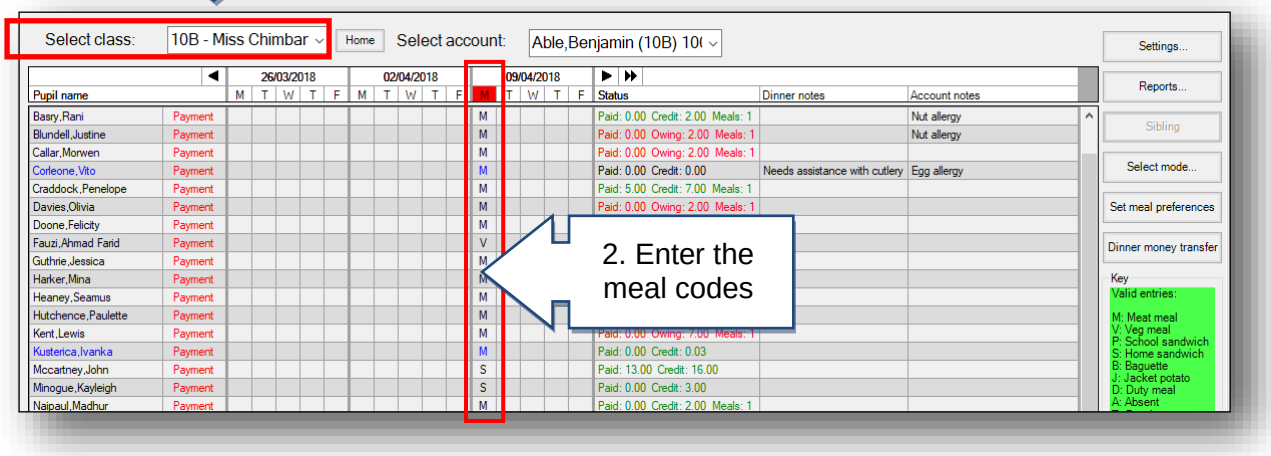
Quick Reference Guide
Dinner Money

Schools Cash Office
Income Administration Software

How do I enter meal choices?

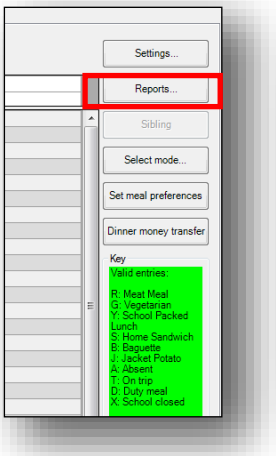
1. Click on the main **Dinners** tab and then **select the class** from the drop down



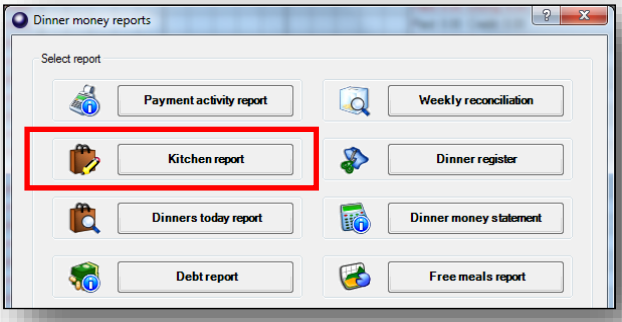
2. Enter the meal codes

How to tell the kitchen how many meals to cook?

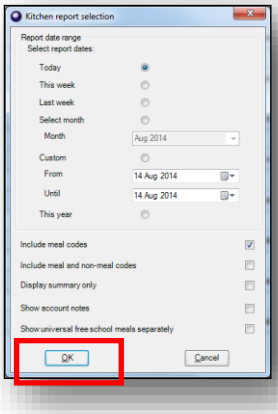
1. Select **Reports**



2. Select **Kitchen report**

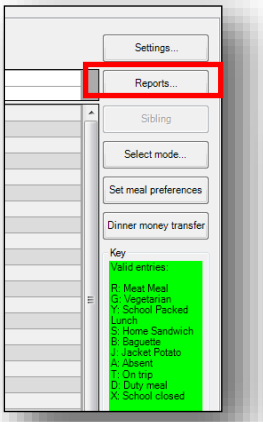


3. Ensure the **date** is selected and click '**OK**'

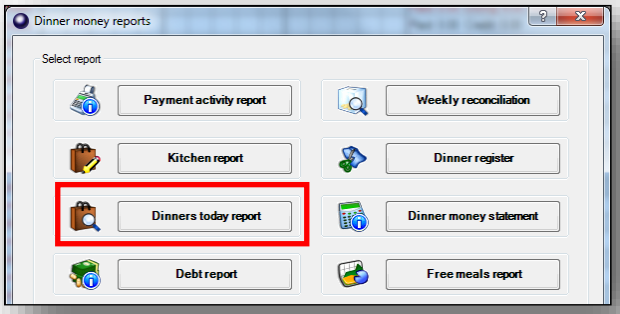


How do I print a list of pupils who have ordered a meal today?

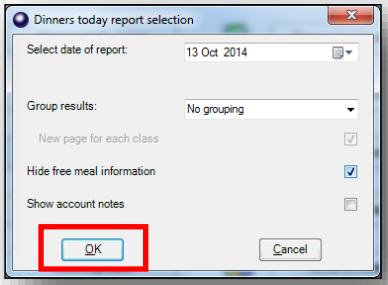
1. Select **Reports**



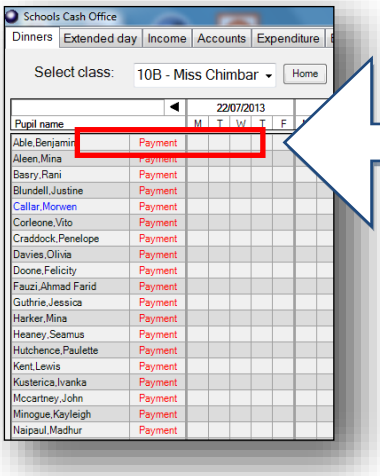
2. Select **Dinners today report**



3. Review the options and click '**OK**'

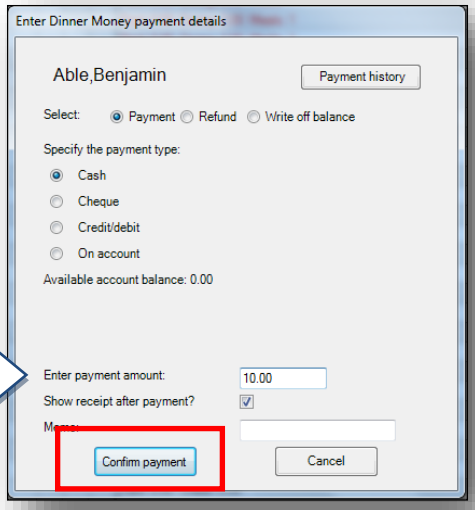


How do I enter cash and cheque payments for dinners?



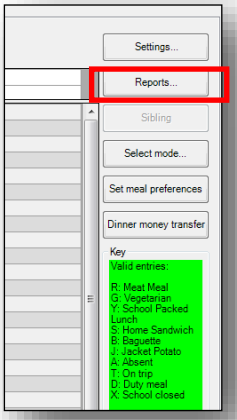
1. Select the '**Payment**' button next to the name of the pupil

2. Select the payment type, enter the amount and click '**Confirm payment**'

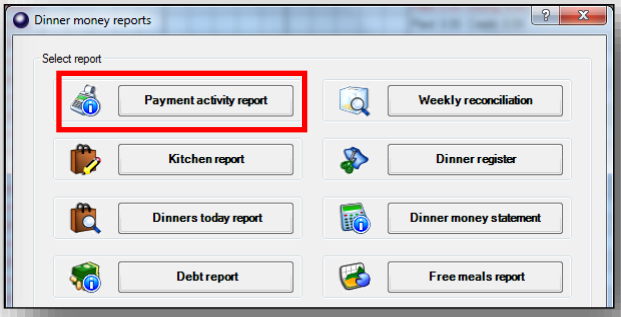


How do I check the total income I have entered?

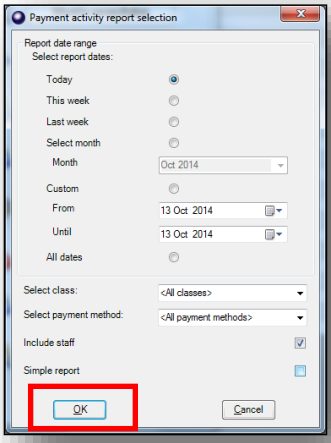
1. Select **Reports**



2. Select **Payment activity report**

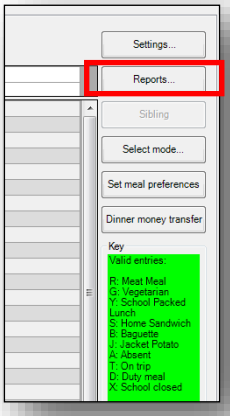


3. Select the date range and click '**OK**'

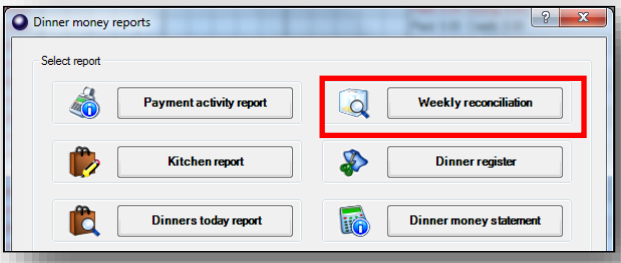


How do I reconcile at the end of the week?

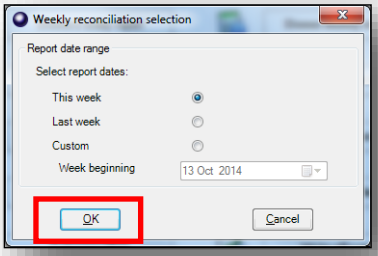
1. Select **Reports**



2. Select **Weekly reconciliation**

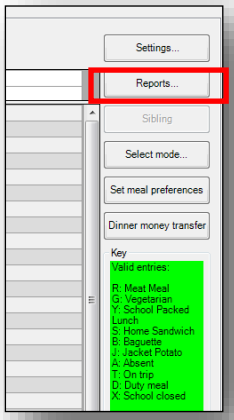


3. Select the date range and click '**OK**'

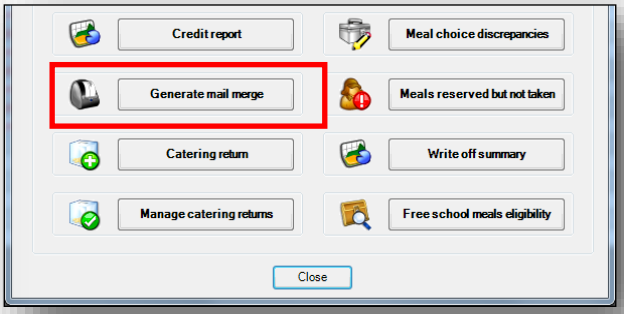


How do I send letters to chase for debts?

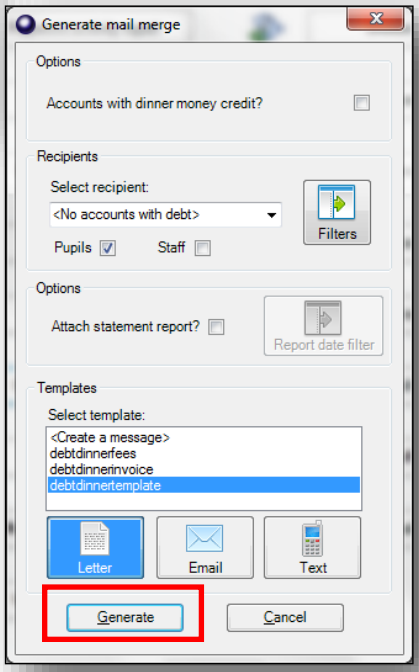
1. Select **Reports**

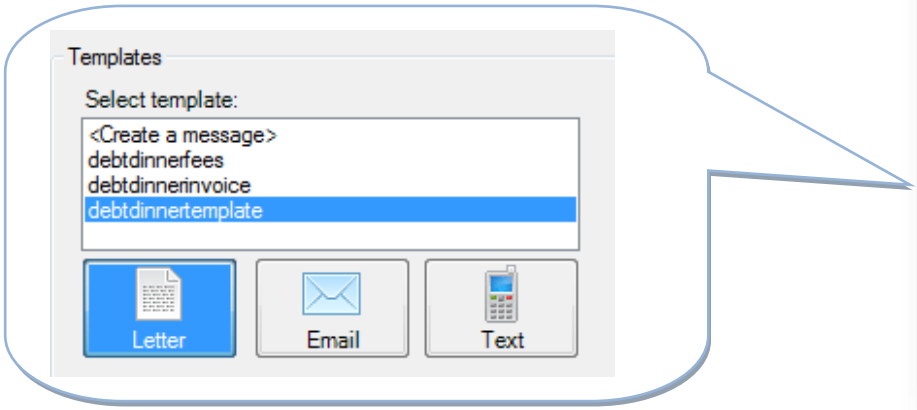


2. Select **Generate mail merge**

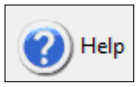


3. Select the template required and click '**Generate**'





Support

If you have any queries please click the **help** button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 0844 800 4017